

VRIS UPDATE

NEW STAFF TRAINING PORTFOLIO

Effective 2/22/2007

Number 63

SUMMARY OF UPDATES

The process for obtaining a Training Portfolio for a new hire has changed. Effective with this VRIS Update, once Cheryl Ferree receives from Mel Bargas a confirmation of new hire for a new Specialist, she will send the Office Director a Training Portfolio to give to the new Specialist. Included with the portfolio will be a Welcome Letter informing the new Specialist of the Program Director who will be assisting with their training.

If an Office Director wants a Training Portfolio for a new Associate, then the Office Director must request a portfolio from Cheryl Ferree (402-471-3652).

VRIS POSTING

The instructions are posted on VRIS: New Staff Training: Training Modules/Tools/Portfolios.

LEADERSHIP CONTACT

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